

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF HEALTH SERVICE REGULATION
RADIATION PROTECTION SECTION

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

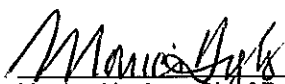
The Department of Health and Human Services and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of Health and Human Services agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The**

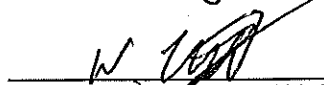
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

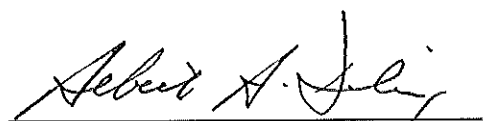

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APPROVED


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June 11, 2012

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF HEALTH SERVICE REGULATION
RADIATION PROTECTION SECTION
RADIOLOGY COMPLIANCE BRANCH
MAMMOGRAPHY PROGRAM**

ITEM 35896. ACTIVE MAMMOGRAPHY FACILITY FILE.

Records in paper and electronic formats concerning facilities which are registered and certified to provide mammography services. Files contain U.S. Food and Drug Administration (FDA) and state records regarding registrations, inspections, and certifications of both active and stored units.) (Comply with applicable provisions of G.S. 130A-12, 42 USC 1320d-2(d) (2) (Health Insurance Portability and Accountability Act (HIPAA) regarding confidentiality of medical Records.)

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Retain in office current and prior year annual inspections on a continual rotation. Transfer to Superseded Mammography Facility Inspection File (Item 49991) inspection reports, films, and other related correspondence when superseded by two subsequent inspection reports if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to Superseded Mammography Facility Inspection File (Item 49991) inspection reports, films, and related correspondence after completion of action and resolution of issues involved. Upon termination of a facility, transfer remaining records to Terminated Mammography Facility File (Item 1753).

ITEM 49991. SUPERSEDED MAMMOGRAPHY FACILITY FILE.

Records in paper and electronic formats concerning inspections by the U.S. Food and Drug Administration (FDA) which have been superseded by 2 previous annual inspections. Files include FDA and state mammography inspection reports, films, and facility responses. Records retention policies must follow FDA records retention policies. (Comply with applicable provisions of G.S. 130A-12, 42 USC 1320d-2(d) (2) (Health Insurance Portability and Accountability Act (HIPAA) regarding confidentiality of medical records.)

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Separate films from other records and place in envelopes/folders labeled with facility information. Destroy in office paper records as per FDA guidelines if no litigation, claim, audit, or other official action involving the records has been initiated. Send film to State Surplus Division, N.C. Department of Administration (State Surplus) for recycling after one year if no litigation, claim, audit or other official action has been initiated. If official action has been initiated, destroy in office paper records as per FDA guidelines and transfer films to State Surplus for recycling after completion of action and resolution of issues involved. If official action is pending for greater than one year, transfer paper records and film to the State Records Center for 5 additional years or until completion of official action and resolution of issues involved.

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MAMMOGRAPHY PROGRAM**

ITEM 50133. TERMINATED MAMMOGRAPHY FACILITY FILE.

Records in paper and electronic formats, including e-mail concerning registrants who no longer offering mammography services and where units have been disposed of and registration has been terminated. File includes documentation regarding reasons for facility closure, applications for registrations and notices of registrations, U.S. Food and Drug Administration (FDA) form 2579 reports of assembly, inspections, responses, films, plan reviews, letters of acknowledgement, and other related records. (Comply with applicable provisions of G.S. 130A-12, 42 USC 1320d-2(d) (2) (Health Insurance Portability and Accountability Act (HIPAA) regarding confidentiality of medical records.)

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Separate films from other records and place in envelopes/folders labeled with Facility information. Destroy in office paper records as per FDA guidelines. Send film to State Surplus Division, N.C. Department of Administration (State Surplus) for recycling after one year if no litigation, claim, audit or other official action has been initiated. If official action has been initiated, destroy in office paper records as per FDA guidelines and send films to State Surplus for recycling after completion of action and resolution of issues involved. If official action is pending for greater than one year, transfer office records and film to the State Records Center for 5 additional years or until completion of official action and resolution of issues involved and then destroyed.

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REGISTRATION, INVOICING & IT SUPPORT BRANCH**

ITEM 7593. ELECTRONIC PRODUCT PROGRAM PRINTOUTS FILE.

Computer printouts listing names and addresses of facilities, registration numbers, dates of facilities' last inspection, inspectors' numbers, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 7595. SPECIAL PROJECTS FILE.

Records concerning special projects undertaken by the section. File includes investigation and statistical reports, listings of radiation measurements, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 27928. ACTIVE X-RAY SERVICE PROVIDER FILE.

Records in paper and electronic formats, including e-mail, concerning registered companies which service x-ray equipment. File includes applications, correspondence, completed forms, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version of-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer to Terminated X-Ray Service Provider File (Item 49994) when company becomes terminated.

ITEM 35895. RADIATION PROTECTION DATABASE (ELECTRONIC) FILE.

Electronic records concerning facilities which are registered to operate x-ray, tanning, and mammography equipment until termination of facility or service provider. Fields include facility registration records, U.S. Food and Drug Administration (FDA) and state inspections, investigations, and other supporting documents.

DISPOSITION INSTRUCTIONS: Retain in office permanently. Update in office routinely.

ITEM 49994. TERMINATED X-RAY SERVICE PROVIDER FILE.

Records in paper and electronic formats, including e-mail, concerning previously registered companies which service x-ray equipment that are terminated and are no longer registered. File includes applications, correspondence, completed forms, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version of-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer to the State Records Center after 2 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

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REGISTRATION, INVOICING & IT SUPPORT BRANCH
RADIOLOGY COMPLIANCE - X-RAY PROGRAM**

ITEM 7590. ACTIVE X-RAY FACILITY FILE.

Records in paper and electronic formats, including e-mail, concerning facilities which are registered to operate x-ray equipment. File includes registration applications, inspection reports, correspondence, registration notices, and other related records. Registration dates, names and addresses of facilities, registration numbers, dates of facilities' last inspection, inspectors' numbers, and other related data are entered into Radiation Protection Database (Electronic) File (Item 35895) and routinely updated. (Comply with applicable provisions of G.S. 132-1.2 regarding confidentiality of trade secrets.) (Comply with applicable provisions of G.S. 130A-12, 42 USC 1320d-2(d) (2) (Health Insurance Portability and Accountability Act (HIPAA) regarding confidentiality of medical records.)

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office HQ and home-based inspection reports, registration applications, and other related correspondence when superseded. Destroy in office remaining inspection reports, registration applications, and related correspondence when superseded by two subsequent inspection reports or registration applications and if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Transfer remaining records to Terminated X-ray Facility File (Item 1753) when registrant becomes terminated or to the Deactivated Registrants File (Item 7592) if facility is stored.

ITEM 7592. DEACTIVATED X-RAY FACILITY FILE.

Records concerning registered equipment that have been removed from service and stored. File includes applications, correspondence, inspection reports, storage notices, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer to Active X-ray Registrants File (Item 7590) if units are restored to service. Transfer remaining records to Terminated X-ray Facility File (Item 1753).

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ITEM 1753. TERMINATED X-RAY FACILITY FILE.

Records in paper and electronic formats, including e-mail, concerning registrants who no longer offer x-ray facility services and where units have been disposed of and registration has been terminated. File includes documentation regarding reasons for facility closure, applications for registrations, notices of registrations, U.S. Food and Drug Administration (FDA) form 2579 reports of assembly, inspections, responses, films, plan reviews, letters of acknowledgement, and other related records. (Comply with applicable provisions of G.S. 130A-12, 42 USC 1320d-2(d) (2) (Health Insurance Portability and Accountability Act (HIPAA) regarding confidentiality of medical records.)

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer to the State Records Center after 2 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF HEALTH SERVICE REGULATION
RADIATION PROTECTION SECTION
REGISTRATION, INVOICING & IT SUPPORT BRANCH
TANNING & EPA RADON**

ITEM 27926. ACTIVE TANNING FACILITIES FILE.

Records in paper and electronic formats, including e-mail, concerning facilities which are registered to operate tanning equipment. File includes registration applications, inspection reports, registration certifications, correspondence, and other related records. Registration dates, names and addresses of facilities, registration numbers, dates of facilities' last inspection, inspectors' numbers, and other related data are entered into Electronic Products Database (Electronic) File (Item 35895) and routinely updated. (Comply with applicable provisions of G.S. 130A-12, 42 USC 1320d-2(d) (2) (Health Insurance Portability and Accountability Act (HIPAA) regarding confidentiality of medical records.)

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office inspection reports, registration applications, and related correspondence when superseded by two subsequent inspection reports or registration applications and if no litigation claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Transfer remaining records to Terminated Tanning Facilities File (Item 27927) when facility becomes terminated.

ITEM 27927. TERMINATED TANNING FACILITIES FILE.

Records in paper and electronic formats, including e-mail, concerning facilities which no longer operate or offer tanning facility services. File includes registration applications, correspondence, inspection reports, registration and termination notices, and other related

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer to the State Records Center after 2 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 49992. ACTIVE TANNING SERVICE PROVIDER FILE.

Records in paper and electronic formats, including e-mail, concerning registered companies which service tanning equipment. File includes applications, correspondence, completed forms, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer to Terminated Tanning Service Provider File (Item 49993) when company becomes terminated.

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TANNING & EPA RADON**

ITEM 49993. TERMINATED TANNING SERVICE PROVIDER FILE.

Records in paper and electronic formats, including e-mail, concerning previously registered companies which service tanning equipment that are terminated and are no longer registered. File includes applications, correspondence, completed forms, and other related

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer to the State Records Center after 2 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 5 additional years and then destroyed.